**BRIEF JOB SUMMARY:**

In accordance with the needs of the ages of the population served by KKI, and under the direct supervision of Certified and Lead staff, the Child Care Aide (substitute) works, as needed between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, in the child care center providing child care and completing related tasks. The Child Care Assistant Substitute functions as a team member in providing total care of the children enrolled at Therapeutic Nursery. Critical features of this position are described under the headings below, but are subject to change at the discretion of KKI and its management. This job description reflects the designation of essential job functions but does not provide an all-inclusive list of duties that may be assigned.

**PRINCIPAL RESPONSIBILITIES AND DUTIES:**

1. Function as a team member to provide a warm, nurturing environment, model and encourage developmentally appropriate practices as outlined by Martin Luther King Jr. Early Head Start and MSDE to assure individual age appropriate activities for each child.
2. Assist staff in program implementation of parent/child attachment interventions.
3. Assist with data collection.
4. Assist individual children and small groups with: developmentally appropriate activities, classroom strategies and therapy.
5. Prepare and assist with daily care of infants and toddlers with hand washing, sleeping and playing.
6. Maintain regular communication between all team members in room, including nurses and therapists as necessary, to assure that parents/caregivers are receiving all information regarding their child’s daily progress, needs and concerns.
7. Assist Senior Staff in completing required classroom/center paperwork.
8. Ensure that appearance, cleanliness and safe environment is appropriately maintained.

*The individual will demonstrate the ability to appropriately aid the needs of children and adolescents with or without a developmental disability and their families. The individual will be able to address the needs of certain specific adults with disabilities on a case-by-case basis as determined by the physicians.

**PHYSICAL REQUIREMENTS:**

1. Must be able to perceive the nature of sounds at normal speaking levels with or without correction.
2. Must be able to receive detailed information through oral communication and to make the discriminations in sound.
3. Must have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned.
4. Must be able to sit at a computer terminal for extended periods of time.
5. Must be able to travel to and from different locations and sites in the greater Baltimore area.
6. Must have manual dexterity sufficient to perform various keyboard functions.
7. Must be physically present at the assigned job site.
8. Must be able to bend, squat, kneel and lift and carry children up to 35 lbs.

**REPORTING RELATIONSHIP:**

I have read and understand the contents of this Job Description:

:__________________________________Id_____________________________________

Date Signed: _______________________________________________________________
1. SUPERVISED BY: Child Care Coordinator (Chanay Robbins)
   2. PERSONNEL SUPERVISED: None

**QUALIFICATIONS:**
- *Individual must demonstrate competence across all age groups due to the diversity of the children and families served by KKI.*
- *Clinical care focus is on the homeless, pediatric, and adolescent populations, as well as some adults with disabilities.*

**EDUCATION:**
- Shepherd Internship Program

**EXPERIENCE:**
- Experience with children preferred

**RELATED TRAINING:**
No specific previous training required.

**KNOWLEDGE/SKILLS/ABILITIES:**
- *Knowledge of normal/abnormal growth and development throughout the age continuum.
- *Ability to provide, assess, interpret, and communicate age-specific data (*in response to treatment protocols).*
- Must be able to accept constructive feedback.
- Must be able to organize and manage time and manage multiple tasks.
- Must possess excellent verbal and written communication skills.
- Must maintain adequate personal grooming consistent with professional appearance.
- Ability to develop and maintain effective communications and working relationships with other employees, patients, and their families as well as the general public, across all age groups, including but not limited to neonate, pediatric, adolescent, and adult populations.
- Ability to demonstrate professional behavior by adhering to departmental and organizational policies and procedures, and assuming authority appropriately.
- Must pursue education or training necessary to perform at the level of competence required to incorporate the hardware, software, technologies, and ideas relevant to specific job responsibilities.
- Must be able to adhere to the Principles and to the Mission of the Institute’s Service Excellence initiative.

*Note: Specific to clinical providers and others where deemed appropriate.*